GATEWAY TECHNICAL COLLEGE

Business and Workforce ***Solutions***

2015 Fall Professional Development Catalog



New for Fall – Online Classes!

Register TODAY at: training.gtc.edu

Table of Contents

Supervisory Skills Series 2
Series One: Leading and Communicating 3
Series Two: Doing the Right Things 3
Series Three: Different Employees, Different Needs 3

Fall 2015 Online Course Offerings 4

Business Development 5
Fast Pitch 101 5
Marketing the Entrepreneurial Enterprise 5
On-demand Entrepreneurship 5
Patent, Copyright and Trademark 101 5
Creating Cell Phone Apps for your Business 5
Introduction to Mobile Marketing 5
Advanced Mobile Marketing 5
Video Marketing 6
YouTube for Business 6
What Business Formation Is Right for Your Business? 6

Command Spanish® 6
Command Spanish® for Hospital Nurses 6
Command Spanish® for Medical Office Nurses 6
Command Spanish® for Dentists 6
Command Spanish® for Dental Hygienists 6
Command Spanish® for Emergency Medical Services 6
Command Spanish® for Pharmacy Personnel 6
Command Spanish® for Physical Therapists 6
Command Spanish® for Physicians and Nurse Practitioners 7
Command Spanish® for Respiratory Therapists 7
Command Spanish® for Financial Institutions 7
Command Spanish® for Retail Sales 7
Command Spanish® for the Workforce 7
Command Spanish® for Law Enforcement 7
Command Spanish® for Construction 7

Customer Service 7
Keys to Customer Service 7
Extraordinary Customer Service 7

Computer-Aided Design (CAD) 7
Basic SolidWorks Modeling 7
Intermediate SolidWorks Modeling 8

Industrial Design Fab Lab 8
Introduction to Industrial Design Fab Lab 8

Lean Six Sigma 8
Lean Six Sigma Green Belt 8

Medical Coding 8
ICD-10 for ICD-9 Medical Coders 8
ICD-10-CM Diagnoses for Proficient Coding 8
ICD-10-CM Diagnoses for the Professional Coder 8
Diagnoses and PCS Procedures for Proficient Coding 9
Pathophysiology 9
Procedures for Proficient Coding 9

Microsoft Workshops 9
Access - Beginning 9
Access - Intermediate 9
Computer Basics 1- Getting Started 9
Computer Basics 2 - Windows 9
Computer Basics 3 - Office Environment 9
Computer Basics 4 - Applications 9
Computer Basics 5 - Creating a Word Document 9
Computer Basics 6 - Creating a PowerPoint Presentation 10
Excel - Beginning 10
Excel - Intermediate 10
Excel - Advanced 10
Excel Basics 1 - Getting Started 10
Excel Basics 2 - Entering Data 10
Excel Basics 3 - Modifying a Worksheet 10
Excel Basics 4 - Using Functions 10
Excel Basics 5 - Formatting 10
Excel Basics 6 - Printing 10
Excel Basics 7 - Charting 10
Excel Basics 8 - Managing Large Workbooks 11
Excel Basics 9 - Graphics 11
PowerPoint - Beginning 11
PowerPoint - Advanced 11
Word - Beginning 11
Word - Intermediate 11

Project Management 11
Introduction to Project Management 11
Project Management Knowledge Areas 11
Project Management Project Processes 12

Supervisory Management 12
Leading Teams: Building Trust and Commitment 12
Management Essentials: Directing Others 12
Management Essentials: Delegating 12
The Benefits & Challenges of Engaging Employees 12
Giving Constructive Criticism 12
Leading Teams: Establishing Goals, Roles, and Guidelines 12
Leading Teams: Fostering Effective Communication and Collaboration 12
Leading Teams: Motivating and Optimizing Performance 13
Business Coaching: Building the Coaching Relationship 13
Business Coaching: Using Different Coaching Styles 13
Leadership Essentials: Motivating Employees 13
Setting and Managing Priorities within the Organization: Motivation 13
Intercultural Communication 13

Business Resources 14
GrowthWheel® 14
Industrial Design Fab Lab 14
Launch Box Coworking 14

Flexible Training Solutions 15
New workshop topics 15
Customized training 15
Consulting services 15

Training Funding Assistance through Grants 15
Workforce Advancement Training (WAT) Grants 15
Wisconsin Fast Forward Grants 15

Employee Skills Assessments 15

Instructors 16

About Our Workshops 17
Location 17
Guarantee 17
Cancellation or Postponement of Workshop 17
Inclement Weather 17
Services for Students with Disabilities 17
Privacy Statement 17

Register Today!

Students and businesses can easily register online at any time.

Register online at training.gtc.edu

If you need assistance when registering please contact Beth Tilley at tilleye@gtc.edu or 262-741-8518.







Supervisory Skills Series

Build Relationships • Engage Employees • See Results

Engaged employees have 18 percent higher productivity and 60 percent higher quality than those that are not engaged.
BI Worldwide 2013

Help your supervisors gain the skills they need to build positive relationships with their direct reports, gain trust and create an engaged team that supports continuous improvement!

Gateway's Supervisory Skills workshop series provides your supervisors with the skills they need in a series of two-hour sessions.

Series One: Leading and Communicating
Wednesdays from Sept. 2 - Oct. 7

Series Two: Doing the Right Things
Wednesdays from Oct. 14 - Nov. 18

Series Three: Different Employees, Different Needs
Wednesdays from Dec. 2 - Jan. 20

All sessions will be held at the SC Johnson iMET Center from 2 - 4 p.m.







Series One:
Leading and Communicating

Session One: Leadership versus management – Are you a Theory X, Y or Z leader?
Session Two: What is your leadership style? Strengths and opportunities
Session Three: Communication basics - Listen more, talk less
Session Four: Coaching employees for improved performance – Getting the results you need
Session Five: Providing orientation and training – Retaining employees starts on day one
Session Six: Performance appraisals – Feedback, documentation and goal setting

Series Two:
Doing the Right Things

Session One: Problem solving and decision making – Methods, probability and avoiding traps
Session Two: Planning – Setting priorities, getting input and using resources
Session Three: Time management – Identify misconceptions, time wasters and best techniques
Session Four: Continuous improvement – Empowering employees to serve customers
Session Five: Meeting high ethical standards – Benefits, challenges and strategies
Session Six: Laws governing supervision – Fair employment and preventing harassment

Series Three:
Different Employees, Different Needs

Session One: Managing diversity in the workplace – Bias, discrimination and the law
Session Two: Adjusting to the different generations – Baby Boomers, Gen Y, Gen X, Millennials
Session Three: Motivating and engaging employees – Ensuring productivity doesn't just happen
Session Four: Employee selection and retention – Recruiting and keeping the best "fit"
Session Five: Managing conflict – Positive and negative outcomes, getting to resolution
Session Six: Leading change – Overcoming resistance and leading others

Please note: The series does not need to be taken in order and will be offered again in Spring 2016 if you miss a session.

Cost: $340 for one series and $949 for all three series. Cost includes the book, "The 8 Dimensions of Leadership: Strategies for Becoming a Better Leader."



New for Fall - Online Courses!

Convenient and Affordable

Build your leadership skills toolbox, grow your business or expand your Spanish language skills all online, anytime.

Gateway is excited to be offering over 30 courses online this fall. Students can select a course, start anytime and complete at their own pace.

Fall 2015 Online Course Offerings

Business Development

Creating Cell Phone Apps for your Business
Introduction to Mobile Marketing
Video Marketing
Advanced Mobile Marketing
YouTube for Business
On-demand Entrepreneurship

Medical Coding

ICD-10 for ICD-9 Medical Coders Course
ICD-10-CM Diagnoses for Proficient Coding
ICD-10-CM Diagnoses for the Professional Coder
ICD-10-CM Diagnoses & PCS Procedures for Proficient Coding
ICD-10-PCS Procedures for Proficient Coding
ICD-10 Pathophysiology

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Project Management Knowledge Areas
Project Management Project Processes

Supervisory Management

Leading Teams: Building Trust and Commitment
Management Essentials: Directing Others
Management Essentials: Delegating
The Benefits & Challenges of Engaging Employees
Giving Constructive Criticism
Leading Teams: Establishing Goals, Roles, and Guidelines
Leading Teams: Fostering Effective Communication and Collaboration
Leading Teams: Motivating and Optimizing Performance
Business Coaching: Building the Coaching Relationship
Business Coaching: Using Different Coaching Styles
Leadership Essentials: Motivating Employees
Setting and Managing Priorities within the Organization: Motivation
Intercultural Communication

Business Development

Fast Pitch 101 - 2 hours total

This workshop is designed to help entrepreneurs fine tune their elevator pitch. This highly interactive class will make entrepreneurs feel more confident presenting their pitch and assist in making their presentation more concise and able to be delivered within three minutes. This workshop is highly recommended for anyone interested in participating in the 4th Annual FastPitch Competition. Participants can attend both sessions.

Instructor: Jim McPhaul
WE & TH, Aug 5 & 6, 6-8 pm
SC Johnson iMET Center
$15

Marketing the Entrepreneurial Enterprise - 16 hours total

The series incorporates solid marketing fundamentals with other disciplines including Lean and design tools like the Value Proposition Canvas to create an interactive, hands-on workshop. You'll learn to use techniques for gathering customer insights and feedback to increase brand awareness. We'll help you identify your best customers and share tactics for driving referrals.

Instructor: Ed Grochowski
TU, Nov 3 & 7, 1-5 pm
SC Johnson iMET Center
$149

On-demand Entrepreneurship - 45 hours, 17 weeks

This training will walk participants through identifying the strengths and weaknesses of the business concept, developing a marketing plan, and preparing the financial projections for the business. All business plans will be formatted so they can be used for any of the Small Business Administration loan programs.

Instructor: Ed Grochowski
Online- start anytime
$249

Patent, Copyright and Trademark 101 - 2 hours total

This workshop is designed to give an overview on the basics of the patent process including: filing for a provisional patent, the difference between a utility and design patent, how does copyright protection work, and when to file for trademark protection.

Instructor: Joseph Heino
WE, Aug 12, 6-8 pm
SC Johnson iMET Center
$20

Creating Cell Phone Apps for your Business

It seems that nearly everyone is carrying and using a smart phone these days. Whether you favor the Android, iPhone or Blackberry platforms, once you get used to having Internet access with you "everywhere" you go, it's hard to be unplugged. Smart organizations across the globe are investing in building smartphone applications. The challenge with traditional smartphone applications is that development is highly technical and very expensive. In this four week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android and iPhone platforms. This course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand how to quickly deploy smartphone applications. NOTE – This course will not include any programming. At the end of this course, each participant will discover how easy they can build smart phone applications for their businesses, without any of the programming which is normally required.

Online - Register between Oct 5 - Oct 30
$245

Introduction to Mobile Marketing

More than half of US consumers who've made a purchase on their smartphone have done so in response to a mobile marketing message. Analysts forecast smartphone sales will surpass 1 billion by the end of 2016. China hit around 986.3 million mobile connections in December 2012. In the UK, mobile marketing is a multi-billion pound industry. Obviously, the way consumers are interacting with brands and connecting to the world is evolving. If phrases such as location based marketing, mobile payments, QR codes, applications, mobile coupons and social networks almost cause you an anxiety attack, this class is for you. Increase your understanding of the mobile experience, especially smartphones and how you can leverage their capabilities to retain current customers and gain new ones.

Online - Register between Sept 8 - Oct 2
$195

Advanced Mobile Marketing

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, building a landing page for your app, and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization.

Online - Register between Nov 2 - Nov 27
$245

(Take Introduction to Mobile Marketing, Creating Cellphone Apps for Your Business and Advanced Mobile marketing for $595 and receive a certificate in Mobile Marketing.)

REGISTER: training.gtc.edu

Video Marketing

Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the "know, like and trust" factor with your audience. In this course, you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7—even while you sleep.

Online - Register between Sept 8 - Oct 2
$245

(Take Video Marketing and YouTube for Business for $395 and receive a certificate Video Marketing.)

YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

Online - Register between Oct 5 - Oct 30
$245

Coming Soon!

Contract Law for Entrepreneurs - 2 hours total
This workshop is designed to give an overview on the basics of contract law.

$20

What Business Formation Is Right for Your Business? - 2 hours total

This workshop is designed to give an overview of sole proprietors, LLC's, Corporations, SCorps, and when these different structures should be used.

$20
Contact Kate Walker at walkerk@gtc.edu or 262.898.7410 for more information.

Command Spanish®

Command Spanish® for Hospital Nurses

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Medical Office Nurses

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Dentists

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Dental Hygienists

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Emergency Medical Services

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Pharmacy Personnel

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Physical Therapists

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Physicians and Nurse Practitioners

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Respiratory Therapists

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Financial Institutions

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Retail Sales

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for the Workforce

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Law Enforcement

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Command Spanish® for Construction

Command Spanish® is a series of learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes provide high quality occupational Spanish language and cross-cultural training programs to English-speakers.

Online - Start anytime
$69

Customer Service

Keys to Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course, you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Online - Register between Sept 8 - Oct 2
$145

(Take this course and Extraordinary Customer Service for $245 and receive a certificate in Customer Service.)

Extraordinary Customer Service

Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

Online - Register between Oct 5 - Oct 30
$145

(Take this course and Keys to Customer Service for $245 and receive a certificate in Customer Service.)

Computer-Aided Design (CAD)

Basic SolidWorks Modeling - 24 hours total

This workshop is an introduction to basic SolidWorks modeling. Participants will gain knowledge and skills in SolidWorks menus; sketching – including editing sketches to meet design intent; adding dimensions and relationships to sketches; creating features from sketches; and developing a drawing from features.
Required student workbook - SOLIDWORKS for Designers by Professor Sham Tickoo Purdue University and CADCIM Technologies (2015). This workbook is not included in the price of the workshop.

Instructor: Greg Chapman
TH, Sept 17 - Oct. 22, 12-4 pm
SC Johnson iMET Center
$299

REGISTER: training.gtc.edu



"If you can imagine it, you can design it in SolidWorks. Students are able to take ideas and sketches and turn them into a 3D picture to describe to others their thought and ideas."

Greg Chapman,
Mechanical Design Engineering instructor

Intermediate SolidWorks Modeling - 24 hours total

This course builds on the concepts covered in the basic level. Successful completion of this level will give participants the ability to use most common features of SolidWorks. Course content includes: creating sketches using reference geometry; advanced modeling including mirror features, linear and circular patterns and table driven patterns; assembly modeling; developing complex drawings and creating and modifying hatch patterns; and working with sketch and drawing formats.

Required student workbook - SOLIDWORKS for Designers by Professor Sham Tickoo Purdue University and CADCIM Technologies (2015). This workbook is not included in the price of the workshop.

Instructor: Greg Chapman
TH, Oct 29 - Dec. 10, 12-4 pm
SC Johnson iMET Center
$299

Industrial Design Fab Lab

Introduction to Industrial Design Fab Lab - 3 hours total

Participants will learn basic operations of a laser engraver, vinyl cutter, and a 3D printer, including running sample projects for demonstration. Besides Fab Lab safety and basic operations of equipment, participants will be introduced to a variety of software with which they can create files to be used in making and creating their own items. In addition, by completing this workshop, participants will have access to work independently in the Fab Lab during open lab times for the balance of the current semester.

Instructor: Greg Herker
WE, Sept 9, 1-4 pm
SC Johnson iMET Center
$99

WE, Sept 23, 6-9 pm
SC Johnson iMET Center
$99

WE, Sept 30, 9 am-12 pm
SC Johnson iMET Center
$99

REGISTER: training.gtc.edu

Lean Six Sigma

Lean Six Sigma Green Belt

Lean Six Sigma is the standard for world-class quality based on continuous improvement through identifying and eliminating waste. Blending classroom instruction, online modules taken at your convenience and a work project with six hours of coaching, this course is divided into two sections. Section A is comprised of Lean enterprise and Six Sigma organizational structure, and the elements of define and measure in the DMAIC process. Section B will cover the analyze, improve, and control elements of the DMAIC Process with "report outs" of individual workplace improvement projects. Participants must enroll in both sections A and B. A laptop PC with high speed internet connection is required.

Instructor: Rick Lofy
TU, Aug 25-Nov 17, 8 am-12 pm
SC Johnson iMET Center
94 hours total. Includes 48 hours classroom, 40 hours online and 6 hours of individual coaching.
$2,249 for Section A & B

Scott Milligan
MO, Sept 14-Jan 12, 6-9 pm
SC Johnson iMET Center
94 hours total. Includes 48 hours classroom, 40 hours online and 6 hours of individual coaching.
$2,249 for Section A & B

Medical Coding

ICD-10 for ICD-9 Medical Coders

The Career Step ICD-10 for ICD-9 Coders course focuses solely on teaching the skills needed for ICD-10 coding. Students should have previous medical coder skills, including familiarity with how the industry works, medical terminology, pharmacology, and basic anatomy and pathophysiology. The course is not designed for those who have never completed medical coding training. CEUs: (24) AHIMA and (12) AAPC

Online - Start anytime
$695

ICD-10-CM Diagnoses for Proficient Coding

This online Career Step training provides knowledge of ICD-10-CM for those who code, bill, and need knowledge of ICD-10-CM outpatient coding but not the depth of training provided in the *ICD-10-CM Diagnoses for Professional Coder* course. It will enable physicians, medical assistants, billers, and staff who assign or review codes in ICD-9 within in small medical practices to effectively transition to ICD-10-CM codes. CEUs: (9.5) AAPC and (10) AHIMA

Online - Start anytime
$495

ICD-10-CM Diagnoses for the Professional Coder

This online training by Career Step provides knowledge of ICD-10-CM for outpatient coders without practice cases. It will enable current ICD-9 coders at small hospitals and large clinics to effectively

transition outpatient coding from ICD-9 to ICD-10. This course specifically focuses on those employees with in-depth prior experience in ICD-9-CM coding. CEUs: (13) AAPC and (13) AHIMA

Online - Start anytime
$995

Diagnoses and PCS Procedures for Proficient Coding

This course provides general instruction and basic practice in the use of ICD-10-CM and ICD-10-PCS. This instruction will prepare current coders to code fundamental diagnoses and procedures in the ICD-10-CM and PCS code sets. CEUs**:** (19) AHIMA and (19) AAPC.

Online – Start Anytime
$695

Pathophysiology

This course provides the deeper understanding of disease processes necessary to make the transition from ICD-9-CM to ICD-10-CM coding. CEUs: (7) AHIMA and (5) AAPC

Online – Start Anytime
$195

Procedures for Proficient Coding

This course provides general instruction and basic practice in the use of ICD-10-PCS. This instruction will prepare current coders to code fundamental procedures in the ICD-10-PCS code set. CEUs: (9) AHIMA and (8.5) AAPC

Online - $495

Microsoft Workshops

Access - Beginning - 8 hours total

This workshop provides an introduction to database concepts, the Access environment and help systems, along with the design and creation of databases, and working with tables, fields, and records. Sorting and filtering data, setting field properties and applying data entry rules are other basic skills that will be taught. In order to use the data effectively participants will also learn to create queries, forms, and reports.

Instructor: Kim Sanderson
FR, Sept 25 & Oct 2, 8 am-12 pm
SC Johnson iMET Center
$149

Access - Intermediate - 8 hours total

Learn how to normalize data, manage table relationships, and enforce referential integrity; work with lookup fields and sub-data sheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types. Learn how to print reports and labels; create and modify charts; and use pivot tables and pivot charts.

Instructor: Kim Sanderson
FR, Oct 9 & 16, 8 am-12 pm
SC Johnson iMET Center
$149

Computer Basics 1- Getting Started - 2 hours total

This workshop is perfect for those with no prior computer experience or those just beginning to work with computers. We will start at the beginning and learn some of the basic skills (i.e. mouse, keyboard, computer terminology).

Instructor: Kim Sanderson
FR, Aug 28, 8-10 am
SC Johnson iMET Center
$39

Computer Basics 2 - Windows - 2 hours total

In this workshop you will develop the practical skills necessary to enjoy and operate your computer with confidence. You will learn to be in charge of what is on your computer and where your files are stored; making it much easier for you to use it and find things when you need them. In this class you'll learn about menu bars, toolbars, ribbons, icons, function keys and help features.

Instructor: Kim Sanderson
FR, Aug 28, 10 am-12 pm
SC Johnson iMET Center
$39

Computer Basics 3 - Office Environment - 2 hours total

In this workshop you'll learn how to create, close, open and manage files. Learn how to create and save folders and navigate through the file hierarchy.

Instructor: Kim Sanderson
FR, Sept 4, 8-10 am
SC Johnson iMET Center
$39

Computer Basics 4 - Applications - 2 hours total

This workshop presents a basic overview of the types of Microsoft applications programs, including Word, Excel and PowerPoint.

Instructor: Kim Sanderson
FR, Sept 4, 10 am-12 pm
SC Johnson iMET Center
$39

Computer Basics 5 - Creating a Word Document - 2 hours total

Create a Word document from scratch and by using templates. Learn how to save, close and open files and customize the tool bar.

Instructor: Kim Sanderson
FR, Sept 11, 8-10 am
SC Johnson iMET Center
$39



"Learn it! See it! Do it!
As we learn about the business and software topics, students see it as I demonstrate and then apply what they've learned hands-on. We do the hands-on together as a group building skills with real project work."
Kim Sanderson,
Business and Computer Software instructor

Computer Basics 6 - Creating a PowerPoint Presentation -2 hours total

Create a basic presentation using a template, and learn how to save, play, and close the slideshow.

Instructor: Kim Sanderson
FR, Sept 11, 10 am-12 pm
SC Johnson iMET Center
$39

Excel - Beginning - 8 hours total

Participants will learn how to create, store, retrieve and edit spreadsheets and charts. Learn how easy it can be to format worksheets and use formulas with the presenter's helpful instructions.

Instructor: Kim Sanderson
TH, Sept 24 & Oct 1, 8 am - 12 pm
SC Johnson iMET Center
$149

MO, October 5 & 12, 5-9 pm
SC Johnson iMET Center
$149

TH, Nov 5 & 12, 8 am - 12 pm,
SC Johnson iMET Center
$149

Excel - Intermediate - 8 hours total

Build on your Excel skills by learning to manage workbooks and prepare them for the internet. This workshop will also help you to automate worksheet tasks, manipulate data using lists, and create pivot tables and pivot charts. You will learn the skills needed to analyze lists and enhance charts and worksheets.

Instructor: Kim Sanderson
TH, Oct 8 & 15, 8 am - 12 pm
SC Johnson iMET Center
$149

TH, Dec 3 & 10, 8 am - 12 pm
SC Johnson iMET Center
$149

Excel - Advanced - 8 hours total

In this course you will learn advanced worksheet management as well as how to use what-if analysis, and analyze data using pivot tables. If you have been wanting to exchange data with other programs and share Excel files this workshop will provide you with those skills. Explore incorporating web information into a spreadsheet and customizing Excel to better meet your needs.

Instructor: Kim Sanderson
TH, Oct 22 & 29, 8 am - 12 pm
SC Johnson iMET Center
$149

Excel Basics 1 - Getting Started - 2 hours total

Learn all about spreadsheets, the terminology and how to navigate around the workbook and worksheets.

Instructor: Kim Sanderson
FR, Aug 28, 1-3 pm
SC Johnson iMET Center
$39

Excel Basics 2 - Entering Data - 2 hours total

Learn how to create a workbook, enter and edit data, move and copy data and save your work.

Instructor: Kim Sanderson
FR, Sept 4, 1-3 pm
SC Johnson iMET Center
$39

Excel Basics 3 - Modifying a Worksheet- 2 hours total

This workshop will explain how to copy data and formulas, use absolute references and insert and delete ranges, rows and columns.

Instructor: Kim Sanderson
FR, Sept 11, 1-3 pm
SC Johnson iMET Center
$39

Excel Basics 4 - Using Functions - 2 hours total

This workshop describes the various formula functions and use in a spreadsheet, including auto sum and other basic counting functions.

Instructor: Kim Sanderson
FR, Sept 25, 1-3 pm
SC Johnson iMET Center
$39

Excel Basics 5 - Formatting - 2 hours total

Learn how to format columns, rows and text, customize columns and rows, and apply color and borders to cells.

Instructor: Kim Sanderson
FR, Oct 2, 1-3 pm
SC Johnson iMET Center
$39

Excel Basics 6 - Printing - 2 hours total

Learn how to setup page options and to prepare worksheets and charts for printing.

Instructor: Kim Sanderson
FR, Oct 9, 1-3 pm
SC Johnson iMET Center
$39

Excel Basics 7 - Charting - 2 hours total

Learn to create basic charts based on worksheet data, move charts within a workbook and format charts.

Instructor: Kim Sanderson
FR, Oct 16, 1-3 pm
SC Johnson iMET Center
$39



Excel Basics 8 - Managing Large Workbooks - 2 hours total

Learn how to easily manage multi-page worksheets, including navigation, freeze panes, print titles and page breaks.

Instructor: Kim Sanderson
FR, Oct 23, 1-3 pm
SC Johnson iMET Center
$39

Excel Basics 9 - Graphics - 2 hours total

Participants will learn the use of graphics in Excel spreadsheets, including conditional formatting, SmartArt graphics and screenshots.

Instructor: Kim Sanderson
FR, Oct 30, 1-3 pm
SC Johnson iMET Center
$39

PowerPoint - Beginning - 8 hours total

Learning how to effectively create Slide Show presentations will help you to capture your audience's attention. Save time and look professional when using templates and themes, slide masters, and transition effects. Learn to rearrange presentations, save your work, proof, run, and print presentations. Make your presentation visually more interesting by learning to format text, use drawing objects, and insert graphics, tables and charts.

Instructor: Kim Sanderson
FR, Oct 23 & 30, 8 am-12 pm
SC Johnson iMET Center
$149

PowerPoint - Advanced - 8 hours total

Learn how to customize PowerPoint setting, edit images, video clips and audio clips, apply animation effects, modify SmartArt Graphics and tables, use custom slide shows, prepare a final presentation for distribution and distribute a presentation as a PDF.

Instructor: Kim Sanderson
FR, Dec 4 & 11, 8 am-12 pm
SC Johnson iMET Center
$149

Word - Beginning - 8 hours total

Learn about the basic features of Word and use them to enter and edit text, browse documents, format text, use tables, insert headers and footers, proof and print documents, and insert graphics.

Instructor: Kim Sanderson
MO, Oct 19 & 26, 5-9 pm
SC Johnson iMET Center
$149

Word - Intermediate - 8 hours total

Learn to work more efficiently in Word. Work with styles, outlines, sections, and columns, format tables, print labels and envelopes, use templates and building blocks, work with graphics, and use Web features.

Instructor: Kim Sanderson
MO, Nov 2 & 9, 5-9 pm
SC Johnson iMET Center
$149

Project Management

Introduction to Project Management

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholder for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. We hope you will choose Project Management as a career. Prerequisites: Basic knowledge of MS Office Professional (Outlook, Excel, PowerPoint & Project)

Online - Register between Sept 8 - Oct 2
$195

Project Management Knowledge Areas

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. The Project Management Professional community does this through the five (5) Project Management Processes supported by the ten (10) Project Management Knowledge Areas. This course introduces the student to the ten (10) Project management Knowledge Areas and their support role and relationships to the five (5) Project Management Processes.

Online - -Register between Nov 2 – Nov 27
$195

REGISTER: training.gtc.edu

Project Management Project Processes

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment arena.

Online --Register between Oct 5 – Oct 30
$195

(Take Introduction to Project Management, Project Management Project Processes and Project Management Knowledge areas and receive a Certificate in Project Management for $495.)

Supervisory Management

Leading Teams: Building Trust and Commitment

Highly successful teams have members who exhibit certain key characteristics, including an honest and fair approach, personal integrity, and a positive attitude. But two personal qualities are particularly crucial for a member of a high-performance team: a healthy level of trust in others and a sense of commitment to the team. This course offers strategies used to build trust based on encouraging honest, accountable, fair, and positive behavior. The course also provides leaders with strategies that help increase team member commitment, such as being supportive, making members feel secure, providing interesting work, and acknowledging contributions and achievements. By using these strategies, team leaders can develop a cohesive team that works together to reach its goals.

Online - Start anytime
$39

Management Essentials: Directing Others

Understanding the essential responsibilities you have when directing others, and the practices you should employ in order to meet those responsibilities, will lead to you fulfilling your duties and realizing the potential of your entire team. This course provides information on the key proficiencies you require to effectively direct others. Specifically, the steps for setting direction and establishing clear objectives and goals with your direct reports are explored. The importance of organizing, including organizing resources, is discussed. Finally, communicating for clarity and direction, including listening skills, barriers to effective communication, and tips for overcoming communication barriers are covered.

Online - Start anytime
$39



Management Essentials: Delegating

Trusting your direct reports and delegating some tasks to them is key to performing effectively as a manager and supports employee development. This course covers the best practices for planning delegation, including deciding what specific tasks to delegate, and identifying to whom you should delegate tasks. Additionally, the course provides techniques for carrying through delegation, including providing your direct report with all the information they require to carry out the task. Finally, the course covers the importance of monitoring delegated tasks, including checking in and getting feedback on the tasks you delegate.

Online - Start anytime
$39

The Benefits & Challenges of Engaging Employees

Creating an engaged and motivated workforce can help make an organization more innovative, productive, and profitable. This course reviews the benefits of having an engaged workforce and defines the attributes and actions of engaged employees. It also explores employee motivation and commitment challenges and examines how employee engagement links to the bottom line.

Online - Start anytime
$39

Giving Constructive Criticism

This course starts by exploring the key differences, the effects, and the importance of giving constructive criticism as opposed to destructive criticism. You will then learn a three-step process for giving constructive criticism effectively and have a chance to practice using it in a Role-play that simulates a realistic work scenario.

Online - Start anytime
$39

Leading Teams: Establishing Goals, Roles, and Guidelines

The way in which a team is built is an important factor in determining team success. Leading a team quickly and smoothly into high performance mode requires the groundwork of setting team goals, identifying project tasks and assigning the right people to them, and defining the standards of team behavior to ensure team members work together so that team objectives are met. This course covers techniques for laying the foundation for a successful team. These techniques include setting team goals, assigning roles to individual team members, and defining specific guidelines that outline how team members should behave to minimize conflict and optimize team performance.

Online - Start anytime
$39

Leading Teams: Fostering Effective Communication and Collaboration

You have a team established and everyone is committed to the team goals. However, a common focus is not always enough to help your team achieve success. You must ensure that team members can communicate with you and with one another, and that they will work as a team rather than as individuals. This course outlines

the importance and benefits of promoting team communication and collaboration. It covers techniques for encouraging effective communication by employing a favorable communication style and ensuring the team profits from team meetings. The course also introduces strategies that team leaders should implement to encourage team collaboration, including fostering shared ownership and stressing the team orientation.

Online - Start anytime
$39

Leading Teams: Motivating and Optimizing Performance

As teams mature, they're able to perform more independently. Accordingly, team leaders must shift their role to one of maintaining motivation and optimizing team member performance. This ensures that their teams continue to perform at peak levels. The early stages of team development are about establishing the purpose of the team and its key goals, but once the team is up and running, the leader has a prominent role to play in guiding the team to success. This course describes ways to optimize team performance and effectiveness through assessments and feedback. It outlines strategies for sustaining high performance, including using coaching to improve team performance and motivating through shared leadership.

Online - Start anytime
$39

Business Coaching: Building the Coaching Relationship

Establishing a positive and respectful coaching relationship is integral to the success of your coaching efforts. It lays the groundwork for accomplishing the goals you and your coachee set. This course highlights the importance of a strong coaching relationship. It describes how to establish rapport with your coachee by showing interest, finding common ground, and matching your coachee's demeanor and language. In addition, the course covers ways to develop a positive coaching relationship, including letting coachees act autonomously and take responsibility, and helping them to learn and develop.

Online - Start anytime
$39

Business Coaching: Using Different Coaching Styles

Every coachee has different needs, and an effective coach can identify those needs and tailor a coaching style to maximize results. Coaches typically use two general coaching styles – directive and nondirective – depending on their coachee's skill and motivation, as well as how far along they are in the coaching relationship. This course highlights the importance of using an appropriate coaching style with your coachee. Specifically, you will learn how to use different techniques for directive and nondirective coaching.

Online - Start anytime
$39

Leadership Essentials: Motivating Employees

Imagine what your organization would be like if you and your colleagues were not motivated. Motivation is what drives people to accomplish things, whether it be small tasks or large undertakings. Without motivation, things simply would not get done. The ability to create an environment that encourages motivation takes both practice and skill as it's not a quality inherent in most people. As a leader, your capacity for motivating plays a key element in the success of your organization. This course provides you with an understanding of why motivating strategies are important as a leader. It also provides you with practical techniques for encouraging motivation among employees in your organization.

Online - Start anytime
$39

Setting and Managing Priorities within the Organization: Motivation

Harnessed properly, personal motivators can become the driving force for action on your department's priorities. As a first step to energizing your team to take action on the priority tasks and issues, you need to understand the values and rewards that motivate you and your team members. This enables you to get the most from your team. This course shows the impact that motivation has on your team's approach to its work. You'll learn about the importance of motivation for performance on priorities and some basic principles for taking actions to address team members' higher needs. You'll learn a technique for assessing your own motivational drivers and discover time management skills to help you stay motivated on priorities. And you'll see how to relate team priorities to individual team members to tap their full potential and focus their energy and enthusiasm toward action on your department's priorities.

Online - Start anytime
$39



Intercultural Communication

Globalization requires us to adapt our communication skills to be successful in a culturally diverse world. Whether you're in business, education, the social services, or are simply an adventuring globetrotter, understanding intercultural communication will go a long way to ensuring success in navigating the currents of communication across cultures. Delve into the different approaches to cross-cultural communication and come away with a new perspective on culture. Take away from the course a better understanding of how cultural-worldview shapes and drives communication.

Online - Start anytime
$195

Business Resources

Workforce and Business Solutions has a variety of business support resources available for students, entrepreneurs, start ups, and business growth.

GrowthWheel®

Growth Wheel® is a visual toolkit for dialogue, decision-making and action planning. It helps entrepreneurs build their businesses through a simple action oriented process that stays true to the way most entrepreneurs think and work. The process helps companies determine which areas to focus on to strengthen and grow.

Industrial Design Fab Lab

Gateway's Industrial Design Fab Lab is a work space containing a variety of computer controlled tools that allow for the manufacture of nearly anything an individual can conceive. Through the Fab Lab business and industry have access to:

- World-class rapid prototyping
- Training and professional development workshops
- Process development assistance.
- Gateway students, staff and faculty to assist in solving problems
- Our Fab Lab network through video conferencing

Launch Box Coworking

- Great location in Downtown Racine – 141 Main Street, Suite 2
- 2,668 square feet of open work space with 24/7 secure access.
- Access to numerous resource partners to help start, develop and grow businesses
- Classroom training, workshops and networking events
- Access to peers, mentors and advisors

For more information please contact:



GrowthWheel®
Kate Walker
Director of Business Development
262-898-7410
walkerk@gtc.edu



Fab Lab
Greg Herker
Fab Lab Coordinator
262-898-7430
herkerg@gtc.edu



Launch Box
Kristin Niemiec
Launch Box Manager
262-898-7404
niemieck@gtc.edu

Flexible Training Solutions

New workshop topics

Looking for a particular topic and cannot find it in our catalog? Please contact us, we will consider adding it to our future offerings. We depend on customer feedback to ensure we schedule what you need, when you need it.

Customized training

Is there a content area that you would like to see offered on site at your business? Business and Workforce Solutions can customize any of our workshops to meet your specific needs. We have many additional topics taught by instructors with industry specific experience, which can be delivered either at your site or on a convenient Gateway campus.

Consulting services

Our experts can assist with consultations or hands-on support with your business projects.

Training Funding Assistance through Grants

Workforce Advancement Training (WAT) Grants

Workforce Advancement Training grants are an investment in the development of a company's current workforce. The annual due date for applications is mid-May.

Wisconsin Fast Forward Grants

This grant program addresses workforce training needs in high demand areas. These funds are for businesses whose needs cannot be met through an existing training program. In order to qualify, employers need to show that the training will provide jobs to under or unemployed workers and/or result in increased wages for current employees.
If you have additional questions, contact:



Michelle L. Talhami
Account Manager
262-898-7484
talhamim@gtc.edu

Employee Skills Assessments

How does a company or manager know what training an employee needs? Why should a company assess its employees before training? To sum it up – assessments provide the best return for your training dollars and time spent!

Gateway provides programs and assessments that build employee job skills and productivity. We provide access to many of the top industry skill assessment tools in the country. Available assessments include National Occupational Competency Institute (NOCI), Manufacturing Skills Standards Council (MSSC) and Certified Production Technician.

Assessments can be conducted at our campus assessment centers or in some cases we can bring the assessment tools to you.

For more information or to schedule an assessment, contact:



Jane Kluchka
Administrative Assistant
(262) 898-7514
kluchkaj@gtc.edu

Instructors

The Business and Workforce Solutions instructors have many years of industry experience, advanced education and certificates in their area of expertise.

Greg Chapman is a full-time faculty member in Mechanical Engineering at Gateway. Greg earned a BA from Milwaukee School of Engineering. Greg teaches SolidWorks, AutoCad, Materials and Material Processes, Machine Design Elements, Project Management, and other mechanical design subjects.

Ed Grochowski has been a Marketing and Entrepreneurship instructor for 13 years. His experience includes owning and operating several businesses, consulting small business owners and providing organizational development and leadership training. He also has significant experience in the area of the development and growth of trade associations, serving as the executive director of four different associations throughout his career. He has a BS in Marketing Education and a MS in Training and Development.

Joseph Heino is a registered U.S. Patent Attorney and a shareholder with Davis & Kuelthau law firm. He is experienced in all areas of intellectual property law, including patent, trademark, copyright, and trade secret law, as well as licensing and franchising. Joe represents a wide range of clients in the local, regional and national manufacturing and service sectors and helps those clients build fences around their intellectual property, allowing them to maintain technological and market advantages over their competitors throughout the world and in cyberspace.

Rick Lofy has 30 years manufacturing experience primarily in Southeastern Wisconsin including Manager of Industrial Engineering, Plant Manager, and Vice President of Manufacturing. Rick served as a consultant for Wisconsin Manufacturing Extension Partnership before coming to Gateway in 2004. Rick received a Bachelor's of Industrial Management degree from the Milwaukee School of Engineering.

Scott Milligan is currently the Quality Process Specialist at Case New Holland, a former Six Sigma champion at Harley Davidson and Senior Examiner for the Malcom Baldridge National Quality Award. Scott earned a BA in Management & Communications and holds the ASQ: Certified Quality Engineer; ASQ: Certified Quality Auditor; ASQ: Certified Quality Manager; MEP/NIST: Lean Manufacturing and Six Sigma black belt.

Kim Sanderson is a business/computer software instructor. Kim worked as a computer operator for the Navy, a fiscal manager and system designer / accountant. Kim primarily teaches Microsoft application software. Kim received an Associate's degree in Accounting and an Account Clerk diploma from Gateway and a PC Specialist degree from Harcourt Learning Direct. Kim received a Bachelor of Arts in Accounting, Business Administration, and Marketing from Carthage College.

Michelle Schmidt is an adjunct instructor at Upper Iowa University in Graduate Business Ethics and Supervision courses; Cardinal Stritch University in Business Ethics, Management and Leadership courses; Concordia University Wisconsin in Business Ethics, Sales and Marketing, Ethical Dimensions of Leadership, and Human Resource Management and was named MBA Faculty of the year at Concordia in 2009. Her background includes 14 years at Johnson Controls, Inc. as a Disability Case Manager.

Other Professional expertise available:

- Organizational development
- Robotics
- Telecommunications
- Electronics
- Maintenance
- Logistics
- CDL-A drivers

REGISTER: training.gtc.edu

About Our Workshops

Gateway Technical College's Business and Workforce Solutions offers a variety of learning opportunities, including open enrollment professional development workshops. Offered on various days and at various hours, our workshops give individuals the option of joining others from diverse backgrounds to build job skills which can immediately be applied in the workplace.

Gateway's highly qualified full-time and adjunct faculty draw on their industry experience to enrich the learning for all participants.

Location

Unless otherwise noted in the course description, our workshops are held at SC Johnson Integrated Manufacturing and Engineering Technology Center, 2320 Renaissance Blvd. Sturtevant, WI 53177

Parking is free and no pass is needed.

Guarantee

We stand behind all of our training services. Should you be dissatisfied with our service, contact our office immediately so we can work to resolve any issues to your complete satisfaction. A student evaluation form is provided at the end of each workshop.

Cancellation or Postponement of Workshop

Business and Workforce Solutions reserves the right to cancel its programs due to instructor emergency, severe weather conditions, or other circumstances beyond our control. In the unlikely event that a workshop is cancelled due to an unforeseen event, registrants will be notified and given the option to enroll in the rescheduled course or receive a full refund.
Cancellation due to low enrollment does happen if the ***minimum number of enrollees is not reached seven business days prior to the start date*** of the workshop. Registrants will be notified and given the option to enroll in the rescheduled course or may withdraw and receive a full refund.

Inclement Weather

In case of inclement weather, do not assume that classes are canceled. Information on campus closings is available at gtc.edu or by calling 800-353-3152. During inclement weather, students are encouraged to use their own judgment in regard to distance, safety, and road conditions.
Each campus is closed on an individual basis, depending on each county's weather and road conditions. Classes **canceled** means no classes will be held, but buildings are open/staff to remain or report to work stations.
Campus closed means the buildings are closed. **Building emergency** means building(s) evacuated, return or dismissal determined by campus dean or designee.

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, Gateway special needs staff provide a full range of support services/ reasonable accommodations at the request of the student with documented disabilities. This is to give all students equal access to learning opportunities at Gateway Technical College in order to reach their educational goals. Disability support services should be requested before the start of the class or workshop to allow adequate time to review documentation and to facilitate accommodations.

The term 'disability' means, with respect to an individual –

(a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;

(b) a record of such impairment; or

(c) being regarded as having such an impairment." (P.L. 101-336)

Procedure to Receive Services and Accommodations

- Collect your disability documentation – see the Gateway website for the information needed from your doctor which specifies how your disability may affect learning.
- Contact Disability Support instructor on your campus for more information on disability documentation, accommodations and other support services.

Privacy Statement

Gateway Technical College respects your privacy. We will protect participants' personal information and adhere to all privacy legislation requirements. This information is covered by the authority of the Family Education Right and Privacy Act of 1974 (FERPA). This federal legislation protects the individual's education records. School officials are not permitted to disclose personal identifiable information without consent. Per the Registrar, Business and Workforce Solutions is obligated as a department of Gateway to abide by FERPA.

For additional information about workshops or for assistance with registration please contact:



Beth Tilley
Program Associate
262-741-8518
tilleye@gtc.edu

choose Gateway.










Business and Workforce ***Solutions***

Gateway's Business and Workforce Solutions was formerly known as the Workforce and Economic Development Division. The mission of the faculty and staff is to influence community and business growth and sustainability through customized solutions.

SC Johnson iMET Center
2320 Renaissance Blvd
Sturtevant, WI 53177

gtc.edu/solutions

Equal Opportunity Employer and Educator
Empleador y educador que ofrece igualdad de oportunidades